

# TREKKERS

P.O. Box 455  
Tenants Harbor, ME 04860  
Phone: 207-594-5095  
Fax: 207-594-0267  
[www.trekkersonline.com](http://www.trekkersonline.com)

## Administrative/Fundraising & Events Volunteer Application

Full Name:		Email:
Mailing Address:		
City:	State:	Zip:
Phone (Day):	(Eve):	DOB:

### 1.) Administrative

*Please check the administrative duties that interest you.*

- Creating posters, brochures and flyers for Trekkers events
- Putting brochures and newsletters together, i.e., folding, stapling and applying postage
- Stuffing envelopes for Annual Appeal and/or other mailings
- Organizing files and materials
- Updating binders for procedures, policies and programs
- Maintaining the Trekkers website
- Updating Trekkers' Facebook page
- Data entry
- Other: \_\_\_\_\_

*Please check your availability.*

- Short term
- Long term (2 months or more)

### 2.) Fundraising/Event Support

*Trekkers plans various fundraisers and events throughout each year. Please check the duties that interest you.*

- Sitting on ad-hoc event committee
- Marketing/promoting event
- Designing posters and flyers
- Submitting event information to newspapers, websites, radio stations, etc.
- Recruiting volunteers
- Setting up before an event
- Providing hands on support during an event
- Breaking down and cleaning up after an event
- Other: \_\_\_\_\_

*Please check your availability.*

- 1-3 hours a week
- More than 3 hours a week

**Please indicate a preferred start and end date:**

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**Section I: Education**

Please list your educational background (attach additional sheets if necessary).

School	Major Field	Degree	Graduation Date

**Section II: Background and References**

Please list at least 3 individuals who can serve as references. Please ensure that at least 2 references are individuals who have supervised you in an employment or volunteer capacity.

Name	Organization	Position	Phone

Have you ever been convicted of a felony? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, please explain:

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**Section III: Please respond to the following questions.**

*Try to be concise when answering these questions. We will be reviewing many applications throughout the year, and your help in streamlining the process is greatly appreciated.*

1. Briefly describe your experience as it relates to your volunteer preferences. If applicable, please include details of your experience in administrative work, marketing and fundraising.

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2. Briefly explain why you want to volunteer for Trekkers.

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**Section IV: Photo Release Agreement**

Trekkers frequently uses photographs and/or digital images of volunteers for appropriate promotional materials. Do you grant Trekkers permission to use photographs and/or digital images of you for this purpose? Yes \_\_\_\_\_ No \_\_\_\_\_

**Section V: Declaration of Intent**

I declare that all the statements made in this application are true, complete, and correct to the best of my knowledge. By my signature on this document, I give permission for you to contact any of the references provided above. Furthermore, I hereby release all such persons/institutions to furnish this information.

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**Signature**

**Date**

*Please return this application to:*

Trekkers, Inc.  
P.O. Box 455  
Tenants Harbor, ME 04860

